

Chapter 3

Adding Assets

Chapter Overview

3.1

In this chapter the student will explore all the ways of adding assets. Asset Management stores two types of asset information: financial and physical. Financial information includes cost, books, depreciation method and convention, life, and so on. Physical information includes such things as tag number, specifications, location, custodian, and manufacturer. How your asset receiving is set up will determine what type and how much information you enter when the asset is added.

Asset Management gives you two ways to add assets online. You can use Express Add – add them using asset profiles to default book and depreciation information. This approach is quick and efficient; you enter only the most critical information, and assets are automatically capitalized. Basic Add is the other way to add assets online. It enables you to enter and adjust assets with the maximum amount of both financial and physical detail.

Please note that because of details in the full functionality the preferred method for adding assets is to use Basic Add.

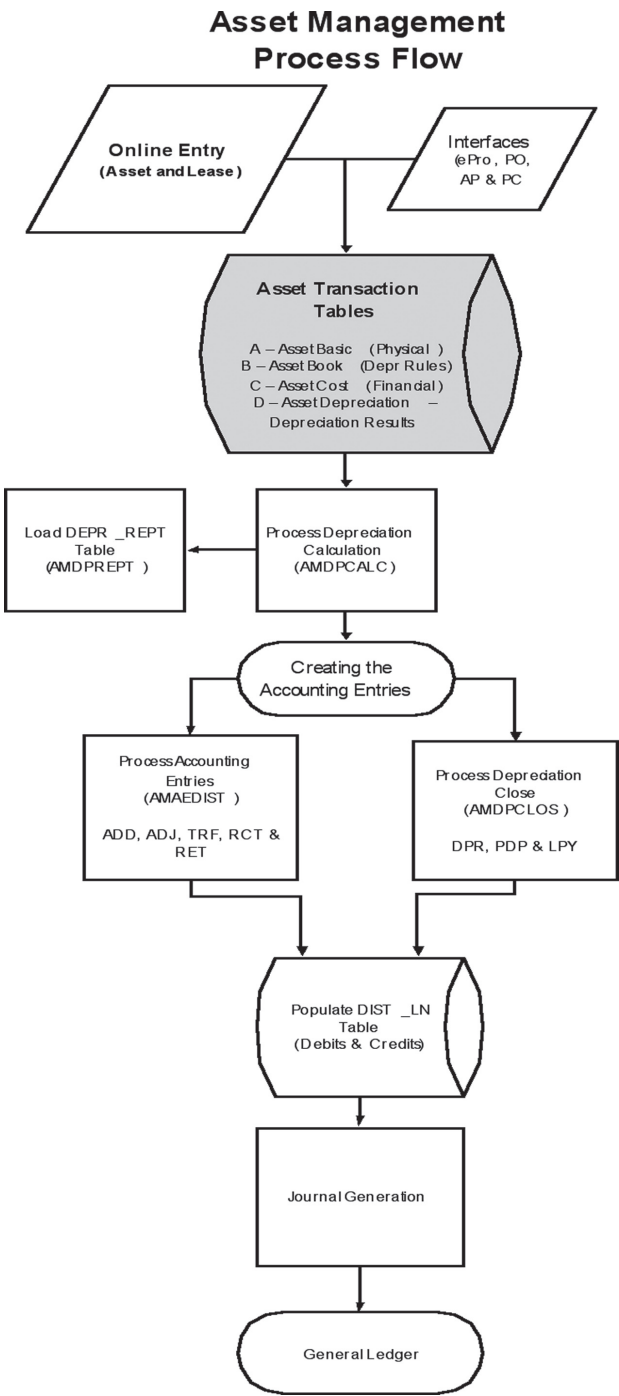
Chapter Objectives

By the end of this lesson, you will be able to:

- Describe the A, B, C, and D tables used in PeopleSoft Asset Management
- Add assets using Express Add
- Add assets using Basic Add (Asset Basic Information)
- Copy Assets
- Update an Asset's Physical Attributes
- Use the Asset Search Utility

Describing the A, B, C, and D Tables

This diagram depicts the flow of an asset transaction through PeopleSoft Asset Management:



AMD05

The Asset Transaction Flow diagram was introduced in the Product Overview lesson. Now the user is ready to add assets on-line to create open transactions that will populate the AM Transaction Tables.

Open transactions include adds, adjustments, recategorizations, retirements, and transfers (both inter and intra unit), as well as the monthly depreciation entries.

The A, B, C, and D tables in PeopleSoft Asset Management store the critical asset information.

When an asset is added to your Asset Management system the following four databases are updated.

Component	Table	Navigation to View	Description
Asset Basic Information	Asset	Asset Management, Owned Assets, Basic Add	Physical information (non-financial) such as Description, Custodian, Location & Tag Number
Asset Book Definition	Book	Asset Management, Owned Assets, Asset Book Information, Define Depr Criteria	Depreciation Rules, such as Method, Life, In Service Date, Convention
Asset Cost Adjust/Transfer	Cost	Asset Management, Financial Transactions, Cost Adjust/Transfer, Asset	Financial information such as Cost, Quantity, ChartFields, Category
Asset Depreciation	Depreciation	Asset Management, Review Cost/Depr Activity, Asset Depreciation	Results of depreciation such as Accumulated Depreciation and Depreciation Adjustments
Any activity to the tables above (A, B, or C) creates Open Transactions. Running Depreciation (AMDPCALC) updates the table shown below (D):			

AMT01

State of Indiana Policy

The State of Indiana requires three additional fields for all assets \$500 and over and at the time of receiving. These are Tag Number, Location and Custodian. Other primary fields include Asset Profile, Asset Type, Asset Category, Description, Acquisition Date and Amount. Let’s discuss these first three below.

- 1) **Tag Number:** This Agency specific field is numeric. The first three fields in the Tag Number are derived from the Agency Unit ID. Note that PeopleSoft calls the Agency ID a Business Unit. Therefore, the Auditor of State (AOS) which has the Agency ID of 00050 will have tag numbers that begin with 050, the last three characters of the Agency ID. Tag Number: These are six (6) numeric digits corresponding to the bar code tag number affixed to the asset. Do not include the first three numbers of the bar code tag number if this is your agency number. If your tag number after your agency number is only five digits, then add a zero to the beginning of the tag number to make it six.

Tags may be purchased through Label Tech, 1100 East Seymour St., Muncie, IN 47302. Phone: (765) 747-1234 or 1-800-359-2155.



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- 2) **Custodian:** The custodian is the person that guards or protects an asset. For an automobile, this person would be the primary driver of the vehicle. While there could be multiple choices of custodians for a building. When possible, select the custodian from the EMPLID table. If not available, the standard PeopleSoft naming convention will be listed as Last name, First name. There is no space between the names. There are no initials in between the two names. PeopleSoft allows multiple custodians on the same effective date. Please note that if the custodian is unknown at the time of receiving, then the Asset Manager needs to be used as a temporary custodian.



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3) **Location:** A seven (7) digit alpha numeric field that tells the location of the asset. The location is agency defined it can be room numbers, buildings, part of an address, etc. This is a required field for all adds and retirements. The first three characters of the location represent the Agency ID. Each asset may have multiple locations on the same effective date. Please note that if the proper Asset Location does not exist, GMIS must be contacted to add the proper details into PeopleSoft.



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State of Indiana Policy

8.2 Internal Control

Agency personnel are responsible for accountability for all assets under their control, including capital assets. Adequate asset management staff should be assigned to recording and maintaining, on the ENCOMPASS financial system, a complete list of all capital assets with a cost greater than \$500. Controls should be in effect to assure that additions, disposals, and transfers to other departments or agencies are recorded timely. Inventories of these assets should be performed each year in each department and compared to the ENCOMPASS listing. Results of inventories should be retained for audit purposes.

Capital assets with a cost \$500 or less may be included in ENCOMPASS Asset Management at the agency's option.

8.2.1 Financial Reporting – State CAFR

The State Comprehensive Annual Financial Report (CAFR) is compiled and audited each fiscal year. This report is vital to the State's bond rating and must be prepared in accordance with generally accepted accounting principles (GAAP), which requires capital assets to be included at cost (or estimated cost) and depreciated over the useful life of the asset. In order to obtain this financial information, each agency must maintain certain required information in the asset module of ENCOMPASS.

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8.2.1.1 What are capital assets?

As defined in GASB 34, capital assets include all of the following, assuming a useful life of greater than one year:

- Land (including right of way, easements)
- Improvements to Land
- Infrastructure (roadways, bridges, etc.)
- Buildings
- Improvements Other than Buildings
- Transportation Equipment
- Machinery and Other Equipment
- Construction in Progress

8.2.1.2 Capital Asset Policy

The capital asset policy for Indiana State Government, which includes details of capitalization and depreciation, is maintained by the Auditor of State and can be found in this chapter, Appendix 8.5.1 or at www.in.gov/aos.

Asset Profiles

Listed below is a currentlisting of all Asset Profiles used by the State of Indiana.

101 LAND		
10101 Land		10102 Right of Way
151 IMPROVEMENT TO LAND		
15101 Well	15105 Water System`	15109 Utility – Gas
15102 Septic System	15106 Streets	15110 Utility - Water
15103 Sewer System	15107 Sidewalks/Curbs	15199 Misc Imprv. to Land
15104 Landscaping	15108 Utility – Electrical	
161 ANTIQUES		
16101Antiques/ Inexhaustible ollec.		
301 BUILDINGS		
30101 Building Office	30116 Education	30131 Fire Station
30102 Garage	30117 Kitchen/Dining/Laundry	30132 Gate House
30103 Storage (Other Than Salt)	30118 Power House	30133 Barber Shop
30104 Lab Test Building	30119 Water/Sewage Plant	30134 Farm Buildings
30105 Shop	30120 Greenhouse	30135 Bakery
30106 Weigh Station Building	30121 Armory	30136 Mill (Feed or Saw)
30107 Rest Area Building	3012 Bath House	30137 Pump House
30108 Gas House	30123 Concession	30138 Paint Shed (Coal)
30109 Salt Storage	30124 Fish Hatchery	30140 Lab Test Building
30110 Unit Building	30125 Historical Building	30142 Refrigeration Building
30111 Hospital (Infirmary)	30126 Hotel, Motel, Inn	30143 Coal Bunker
30112 Residential	30127 Apartment House	30144 Multi-Purpose Building
30113 Dorms/Cottages	30128 Warehouse	30145 Incinerator Building
30114 Recreation	30129 Cell House	30199 Miscellaneous Building
30115 Chapel	30130 Industrial Complex	
351 IMPROVEMENTS TO BUILDINGS		
35101 Doors and Windows	35110 Painting	35118 Coal Conveyor
35103 Roof/Waterproofing	35111 Land Washing Facility	35119 Insulation
35104 Air Conditioning, Heating	35112 Boiler Replacement	35120 Imprv Water/Sewage
35105 New Wings, Rooms	35113 Pool	35122 Fire Alarm System
35106 Remodeling	35114 Elevator	35123 Septic System
35107 Electrical	35115 Fire Escape	35124 Air Handling Unit
35108 Exterior Lighting	35116 WaterTemp, Regulator	35125 Bell System
35109 VentSys- Kitchen,BoilerRoom	35117 Repair Coal Bunker	35126 Flight Deck
		35199 Misc.Imprv to Bldg`

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401 STRUCTURES OTHER THAN BUILDINGS		
40101 Water Tower	40112 Shelter, Picnic	40123 Amphitheater
40102 Wall & Perimeter Structure	40113 Pool	40124 Bridge
40103 Tunnel	40114 Radio Tower	40125 Boat House
40104 Sewage Dump Station	40115 Sewage Lift Station	40126 MobileHome(Stat./ Mobile)
40106 Boat Dock	40116 Ball Court or Field	40127 Statutes
40107 Control, Entry Gate	40117 Fence	40129 Fish Ladders
40108 Garage, Residential	40118 Fishing Pier	40130 Hatchery Ponds
40109 Diving Platform	40119 Toilet	40131 Fish Cleaning Stations
40110 Fire Tower	40121 Shooting Shelter	40199 Salt Storage Racks
40111 Barn	40122 Ramps	
402 DOCKS		
40201 Dock – Dolphins	40202 Dock – Fenders	40203 Pier/Dock
403 HARBORS		
40301 Harbors		
404 IMPROVEMENTS TO HARBORS		
40401 Harbor Fill Materials	40402 Harbor Protective Coating	40403 Harbor RipRap
405 & 406 HARBOR MOORING CELL		
40501 Harbor Mooring Cell	40601 Harbor Mooring Cell Improvement	
451 IMPROVEMENTS TO STRUCTURES OTHER THAN BUILDINGS		
45101 Painting	45107 New Additions	45113 Fire Alarm Systems
45102 VentSys-Kitchen,BoilerRm	45108 Electrical	45114 Water Treatment
45103 Irrigation System	45109 Exterior Lighting	45115 Aggregate/Paved Surface
45104 Sidewalks & Steps	45110 Fencing, Security	
45106 New Roof	45111 Septic System	
501 OFFICE EQUIPMENT		
50104 Calculators	50115 Shredder	50128 Laminator
50105 Cash Register	50116 Tape Recorder	50129 Telecopier
50106 Check Writing Machine	50117 Typewriter	50132 Employee Lockers
50107 Copy Machine	50120 Date/Time Stamp	50133 Intercom System
50108 Dictating,Transcribing Equip	50121 Copy Machine Counter	50135 Time Clock – Key
50109 Fans	50122 Electric Letter Opener	50136 Bulletin Board
50110 Mail Processing Equipment	50124 Binding Machine	50150 Hole Punch
50111 Paper Cutter	50125 Word Processor	50151 Car Phone
50112 Printing Equipment	50126 Rotary Files	50199 Miscellaneous Off Equi
50114 Safe	50127 Phone Equip/Fax/Telex	

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502 HOUSEHOLD, KITCHEN, AND LAUNDRY		
50201 Beds	50222 Ironers	50254 Carts
50202 Chairs	50223 Extractor – Water	50256 Kettle
50203 Dehumidifier	50224 Floor Scrubber	50258 Drink Dispenser
50204 Dishwasher Equipment	50226 Ice Maker	50259 Boiler
50205 Disposal	50227 Potato Peeler Machine	50261 Hood (Canopy)
50206 Food Slicer	50229 Kitchen Steamer	50262 Kitchen Units
50207 Freezer	50230 Waxer Buffer	50264 Stove (Wood)
50208 Heaters	50231 Water Softener	50266 Meat Grinder, Hobart
50209 Humidifier	50234 Popcorn Machine	50267 Kitchen Cabinet
50210 Incinerator	50235 Electric Cutters	50270 Folder
50211 Mixer or Small Appliances	50236 Hot Cart	50272 Dry Cleaning Equipment
50213 Oven (All Types)	50237 Grill	50273 Household Cleaners
50214 Range	50241 Coffee & Tea Maker	50274 Laundry Equipment
50215 Refrigerator	50243 Scales	50280 Griddle
50216 Tables	50247 Toaster	50281 Microwave
50217 Tables Dining	50249 Sink	50283 Serving Pans
50218 Television	50250 Large Appl (French Fryer)	50285 Vat
50219 Vacuum Cleaners	50251 Food Warmer	50286 Shelving
50220 Washers	50252 Steam Units	50299 Misc Household, Kitchen
50221 Dryers	50253 Fry Saver	
503 OFFICE FURNITURE		
50301 Bookcases	50310 Credenza	50319 Shelving Unit
50302 Chairs	50311 Shelf	50320 Podium
50304 Desks	50312 Sofa	50323 Wall Partition
50305 Files	50314 Modular Work Station	50325 Cart
50307 Storage Cabinet	50316 Carpet	50326 Bulletin
50308 Table50308 Table	50318 Lektriever	50399 Misc Office Furniture
505 AUTOMOBILES		
50501 Automobiles	50502 Pursuit Device	
506 STA WAGON/CARRY ALLS		
50601 Auto	50604 Twelve Passenger	50607 Ambulance
50602 Bus	50605 Vans	
50603 Four Wheel Drive	50606 Carry All	
507 PICK UP TRUCKS		
50701 1/2 Ton Truck	50702 Truck with Cab	50703 Pickup Truck Cap

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508 MED/ HEAVY TRUCK/TRLRS		
50801 3/4 Ton Pick Up	50805 Other	
50802 1 Ton Pick Up	50808 1 1/2 Ton	50807 1979 Chevy 1 Ton Flatbed #1490
50803 1 Ton Dump	50809 Truck Refrigeration Unit	
50804 1 Ton Flat Bed	50810 Semi Trailer/Tractor	
509 GRADERS		
50902 Self Propelled	50904 Highway Grader	
50903 Grader Blade	50905 Agricultural Grader	
510 MOWERS		
51001 Brush Cutter	51005 Trimmer	51010 Leaf Blower
51002 Edger	51008 Other Attachments	
51004 Rider	51009 Mower	
511 TRANSPORTATION EQUIP		
51101 ATV	51107 Battery Operated Trucks	51199 Misc Transportation Equip
51105 Tucker Sno-Cat Groom	51109 Flail	
51106 Trailer	51110 Striping Machine	
512 SNOW PLOWS AND SCRAPERS		
51201 Snow Plow	51203 Snow Blade	
51202 Snow Blowers	51299 Misc Snow Plow/Equip	
513 CONSTRUCTION AND ENGINEERING EQUIPMENT		
51301 Anvil	51310 Backhoe	51319 Planner Used for Lumber
51303 Crane	51311 Transit	51321 Excavator
51304 Earthmover	51312 Bulldozer	51322 Warning Signs
51305 Fork Lift	51313 Other Equip Attachment	51323 Pay Loader
51306 Front End Loader	51314 Cement Equipment	51324 Stump Cutters
51307 Post Hole Digger	51315 Distance Measure	51399 MiscConstruct/Engineer
51308 Scaffold	51317 Plotter Stereo	
51309 Tractor	51318 Trencher	
514 BUILDING AND PLANT		
51401 Alarm System	51411 Emergency Lights	51424 De-Aerator
51402 Central Air Conditioner	51412 Boiler	51425 Water Softener
51404 Fork Lift	51413 Air Compressor	51431 Ventilation Systems
51405 Furnace	51416 Water Pump	51432 Regulator
51406 Generator	51417 Air Lift	51438 Chemical Tank
51407 Pump	51420 Sewage Grinder	51439 Shelving
51409 Transformer	51421 Conveyors	51442 Hydraulic Sewage Cleaner
51410 Water cooler	51422 Water Heater	51499 Miscellaneous

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515 MANUFACTURING EQUIPMENT		
51503 Saw Mill	51517 Tailoring Equipment Sewing	51524 Food Processing Equip
51512 Furniture Equipment	51518 Highway Sign Equipment	51599 Miscellaneous
51513 Sealer Machine	51519 Soap Making Equipment	
51516 License Plates	51521 Print Shop Equipment	
516 DESIGN AND LOCATION ENGINEERING EQUIPMENT		
51601 Drafting Equipment	51602 Blueprint Machine	51603 Survey
517 ENGINEERING TESTING EQUIPMENT		
51701 Geology Equipment	51708 Augur	51710 Safety/Hazard Test Equip
51707 Equipment Cleaner	51709 Specialized Equipment	
518 PAVING MAINTENANCE EQUIPMENT		
51801 Roller	51804 Paver, Bit	51808 Pavement Test Equipment
51802 Sweeper	51805 Jackhammer	51809 Road Crk/Joint Seal Mach
51803 Tar Pot	51806 Mud Jack	51810 Line Marker
520 Traffic Counters		
52001 Traffic Counter	52003 Detector (Traffic)	52005 Recorder
521 MEDICAL AND LABORATORY EQUIPMENT		
52101 Centrifuge	52128 Distillery Still	52157 Geiger Counter
52102 Microscope	52129 Pharmacy Equipment	52163 Field and Test
52104 Hospital Bed	52130 Scales	52164 Biological
52105 Wheelchair	52131 Optical Equipment	52174 Biochemistry Lab Equip
52116 Oxygen Equipment	52132 Table (Exam)	52175 Clinical Lab Equipment
52117 X ray Equipment	52133 Electroencephalograph	52176 Speech/Hearing Equip
52119 Autoclave	52134 Sterilizer	52180 Ultra Violet Light
52120 EKG Machine	52135 Blood Test Equipment	52194 Dressing/Utility Cart
52121 Chromatograph	52136 Therapy Equipment	52195 Medical Locker
52122 Spectrophotometer Equip	52137 Dental Equipment	52196 Thermometer
52124 Incubator	52156 Meters	52197 Defibrillator Monitor
		52199 Miscellaneous
522 EDUCATIONAL EQUIPMENT		
52202 Projector	52213 Video Equipment	52231 Engraver
52203 Chalk-Board	52214 Slide Set	52236 Vocational Equipment
52204 Braille Writer	52216 Films	52237 Teaching Machine
52205 Tape Recorder	52217 Electronic Trainers	52239 Transmitter - Mike
52207 Tape Reader	52218 Binoculars	52241 Display Case
52208 Video Monitor	52220 Mannequin (Training)	52245 TV / VCR
52212 TV Camera	52223 Densitometer	52299 Miscellaneous

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523 RECREATIONAL EQUIPMENT		
52303 Playground equipment	52311 Basketball Goal	52325 Weight machine
52305 TV	52312 Musical Instruments	52338 VCR
52306 Record Player – Stereo	52317 Venetian Blinds	52341 TV/VCR combo
52307 Pool Table	52319 Striking Bags	52399 Misc Recreational Equip
526 TRACTORS		
52600 Tractors	52602 Garden Tractor	52607 Mule
52601 Farm Tractors	52606 Tractor Attachments	
527 REST AREA EQUIPMENT		
52701 Display Cases	52702 Office Furniture	52704 Vending Machines
528 AIRCRAFT		
52801 Aircraft	52802 Aircraft Engines	
529 SPREADERS		
52901 Spreader		
530 RADIO EQUIPMENT		
53001 CB Radio	53012 Short Wave Equipment	53217 Bagger
53003 Radar Speed & Distance	53013 Frequency Counter	53022 Auto Call Dist. Equip
53005 Consoles Base Station	53014 Oscilloscope	53025 Radio
53006 Amplifier	53015 Power Supply	53027 Walkie Talkie
53007 Converter	53016 Field Meter	53028 Pager
53008 Scanner	53017 Monitor	53029 Radio Mobile Unit
53009 Weather Monitor	53019 Camera Control Unit	53040 Misc Radio/Tele Equip
53010 Battery Charger	53021 Telephone Equipment	
531 WINDOW AIR CONDITIONER		
53101 Window Air Conditioner		
532 AGRICULTURAL EQUIPMENT FOR FIELD CROPS		
53201 Bins	53208 Rake	53219 Wagon
53202 Agricultural Disc	53210 Chemical Applicator	53222 Drill (Grain)
53203 Harvester	53211 Cultivator	53223 Feed Mixer
52305 Planter	53213 Shredder	53299 Misc Ag Equip Field Crops
53206 Plow	53214 Sprayer	
53207 Pump	53216 Chopper	
533 OTHER FARM EQUIPMENT		
53302 Roto Tiller	53306 Combine	
53303 Sod Cutter	53999 Misc.Farm Equipment	

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534 BOATS, MOTORS AND OTHER MARINE		
53405 Inboard Motor	53409 Outboard Motors	53414 Row Boat - Wood
53406 Marine Generator	53412 Row Boat - Fiberglass	53499 Misc Boat & Motor Equip
53407 Other Boats	53413 Row Boat - Metal	
536 WEAPONS AND RELATED RIOT CONTROL EQUIPMENT		
53601 Pepper/Fogger	53609 Portable Target System	53699 Misc Safety/Police Equip
52602 Revolver	53611 Handcuffs	
53607 Metal Detector	53614 X-Ray Security System	
537 WEIGH STATION EQUIPMENT		
53701 Scales		
538 LANDSCAPING EQUIPMENT		
53802 Lg. Landscaping Equipment		
539 SHOP EQUIPMENT		
53902 Buffer Polisher	53924 Tire Changer	53962 Roto Rooter Marpack
53903 Drill	53928 Air Cleaner	53964 Wheel Aligner
53904 Drill Press	53929 Paint Sprayer	53968 Die and Tap Set
53905 Hydraulic Jack or Lift	53930 Tool Chest	53969 Tank (Below Ground)
53906 Lathe – Metal	53931 Engine Analyzer	53970 Gas Pumps
53908 Metal Detector	53934 Ladder – All types	53971 Tank (Above Ground)
53909 Misc Testing Equipment	53937 Chain Hoist	53972 Air Operated Tools
53911 Sander	53938 Lube Gun	53976 Hydraulic Press
53913 Saws, Power	53942 Freight Dolly	53979 Pallet Truck
53915 Welder	53946 Fork Lift	53980 Metal Shears
53916 Electric Shears	53948 Wheel Balancer (tire)	53982 Misc. Tools
53918 Sewer Auger	53949 Key Making Machine	53994 Heat Gun
53920 High Pressure Water Clnr	53950 Blower	53997 Milling Machine for Metal
53921 Grinder	53952 LP Gas Tanks	53999 Misc Shop Equipment
53922 Battery Charger	53953 Hydraulic Bender	
53923 Wrench Torque	53957 Generator	

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540 MAIN FRAME COMPUTERS AND PERIPHERAL DEVICES		
54002 Cassette Reader	54018 Multiplexor Board	54037 Reproducing Equipment
54003 Central Processing Unit	54020 Controller 657	54044 Micro Computer
54004 Disk	54021 Memory	54045 Data Line Tester
54005 Disk Drive	54022 Switching Unit	54046 Battery Back up
54007 Key Punch/Card Punch	54024 Teletype Terminal	54047 Communication Controller
54008 Key Verifier	54027 Console	54048 Ethernet System
54009 Printer	54028 Power Dist. Unit	54049 Backup System
54010 Print Controller	54029 Multi Communications Unit	54050 Terminal Server
54012 Tape Controller	54030 Card Reader	54051 Network Equipment
54013 Tape Drive	54031 Card Reader Punch Unit	54055 Midrange I/O Device
54014 Data Terminal	54032 Modem	54099 Misc Mainframe Equip
54015 Module Video Support	54034 Mini Computer	
54017 Controller 658	54036 Sorter	
54101 35mm SLR	54109 Projector	54117 Lens
54102 35mm Other	54111 Video Equipment	54118 Movie Camera
54103 Developing Tank	54114 ID Camera	54119 Visual Equipment
54105 Microfilm Camera	54115 Camera	54199 Misc Camera Equipment
54108 Polaroid Camera	54116 Photo Enlarger	
54204 Oxygen Tank	54217 Sound Level Meter	
54210 Fire Control System	54299 Misc. Fire Fighting Equip	
543 TRASH DUMPSTER		
54301 84 GMC Bridadier Comm		
544 MICRO FORM, READER AND REPRODUCING EQUIPMENT		
54401 Reader	54402 Reader/Printer	54406 Camera
553 SOFTWARE		
55303 Software-mainframe Apps	55325 Software Storage	55335 Software-Midrange Ops
55305 Software-mainframe Ops	55334 Software-Midrange Apps	
55401 PC System Unit	55408 PC Plotter	55418 PC External Disk Drive
55402 PC Keyboard	55409 PC Internal Upgrade	55419 CPU Unit
55403 Laptop/notebook	55411 PC Internal DiskDrive	55420 External Expansion Unit
55404 PC Monitor	55413 PC Memory Expansion Bd	55422 Other PC Equip
55405 PC Printer	55415 PC Modem – External	55450 Storage Server
55406 PC DotMatrix Printer	55416 PC Peripherals	55451 Storage Server – I/O Dev
55407 PC Laser Printer	55417 PCConn Overhead Disp	

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601-609 INDOT INFRASTRUCTURE USING MODIFIED APPROACH		
60100 Interstate Roads	60400 Interstate Bridges	60700 St Institution/Prop Roads
60200 NHS Roads	60500 NHS Bridges Non Interstate	60800 St Institution/Prop Bridges
60300 Non NHS Roads	60600 Non NHS Bridges	60900 Work in Progress
614-617 DNR INFRASTRUCTURE USING DEPRECIATION APPROACH		
61400 Dams	61601 Railroad Rehab	61602 Railroad Crossing
61501 Railroad	61602 Railroad Signs and Equip	61701 Ports Commission Sts.

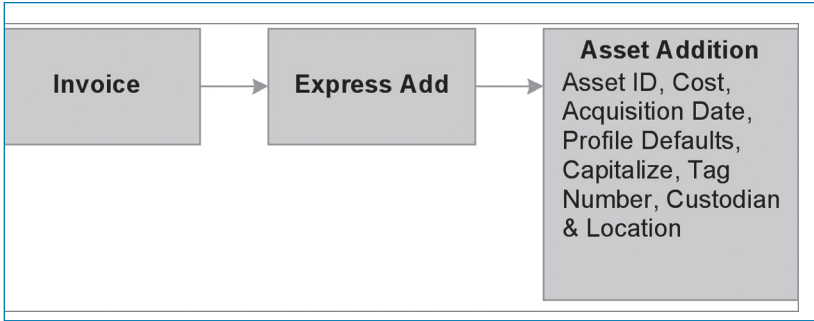
AMT02

3.18

Adding Assets Using Express Add

The State of Indiana requires that Assets be acquired through the procurement applications. Therefore, the only time that assets will be added through the Asset Management module would be when assets have been donated to the State, or for data entry in order to reconcile back to the Agency’s financial books (General Ledger).

This diagram depicts the steps involved in adding an asset using the Express Add component:



AMD06

How assets are entered will be determined by the asset entry workflow. Perhaps assets are entered when the financial paperwork has been received. In this case, Express Add may be the proper choice to add the asset. This option enables the asset to be entered with detailed cost information and little or no physical information. Depreciation can begin to accrue as soon as the asset has been added. Later on physical information can be added in Basic Add that is needed to properly track the asset.

Adding assets using Express Add is quick and efficient:

- Express Add enables you to add owned assets quickly and efficiently.
- Assets added with Express Add are capitalized automatically, and most of the information in the pages can be defaulted from an asset profile.

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Additional Notes

The Express Add component is comprised of three pages:

- Cost/ Asset Information page
- Depreciation Information page
- Tax Information page – the State has NO Tax considerations.

Express Add also enables you to enter accumulated depreciation for assets. Use the Cost/ Asset Information page to enter information about how an asset will be capitalized.

How to Get There

Use this Use this page to add assets using Express Add:

Navigation

Asset Management >> Owned Assets >> Express Add >> Cost/Asset Information

Completing the Cost/Asset Information page

Select a *Profile ID* to use a profile defined in the Asset Profile. The current asset will default all financial depreciation information defined in that profile.

All assets for the State of Indiana require that *Tag Number* be populated. Each Agency is required to come up with a determination of how this is to be done.

Typically, the *Transaction Date* represents the date you actually acquired the asset and the *Accounting Date* represents the date you want this transaction posted to your general ledger.

Transaction Date needs to be changed when there is an error in the Acquired Date. Do NOT change the *Accounting Date*.

The Accounting Date must be the same or later than the Transaction Date. For capitalized assets, keep in mind that any difference between Accounting and Transaction dates will affect depreciation as well as posting.

NOTE

Step	Action
1	Assign costs to <i>Department</i> and <i>Project ID</i> Chartfields and to an asset <i>Category</i> by selecting the appropriate values. Use <i>Cost Type</i> to break down portions of the asset cost and enter as many cost types as needed for each transaction.
2	<i>Salvage Value</i> is calculated based on the selections for it at the asset profile level.
3	Enter the <i>Acquisition Date</i> for the asset. Enter an <i>Acquisition Code</i> , which indicates how you acquired the asset. The default is purchased.
4	If this is a group asset, select the <i>Group Asset Flag</i> option that applies: Group Asset or Group Member. The default is None.
5	The <i>Capitalized Asset</i> check box defaults from the asset profile.

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Cost/Asset Information page

Once you save this page, you cannot continue to add or change information in this component. You must go to the Asset Cost Adjust/ Transfer page or the Asset Basic Information pages to make non-financial changes.

NOTE

PeopleSoft Express Add has been configured so that assets with values over \$500 all require a Tag Number, Location and Custodian. PeopleSoft will accept transactions missing any combination of the three required fields for potential assets costing less than the \$500 threshold.

AMT03

How to Get There

Use this page to enter depreciation information for your asset:

Navigation

Asset Management >> Owned Assets >> Express Add >> Depreciation Information

ENCOMPASS

Menu

- Asset Repository
 - Purchasing
 - Inventory
 - eProcurement
 - Services Procurement
 - Sourcing
 - Grants
 - Project Costing
 - Proposal Management
 - Travel and Expenses
 - Billing
 - Accounts Receivable
 - Accounts Payable
 - Asset Management
 - Asset Transactions
 - Owned Assets
 - Express Add
 - Basic Add
 - Copy Existing Asset
 - Calculate Replacement Cost
 - Leased Assets
 - Acquisition Details
 - Asset Book Information
 - Parent-Child Relationship
 - Capital Acquisition Planning
 - Financial Transactions
 - Asset Disposal
 - History
 - Depreciation
 - Accounting Entries
 - Financial Reports
 - Send/Receive Information
 - Taxes
 - Service and Maintenance
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset

HomeWorklist

Cost / Asset InformationDepreciation InformationTax Information

Unit: 00050 Asset ID: 00000000316 Tag: 677767 In Service

Depreciation Attributes

Find | View All | First | 1 of 1 | Last

*Book Name: STATE State of Indiana Master Book Currency: USD

Status: Non Depr

In Service Date: 10/22/2007 ☐ Depreciate When In Service

Convention: FM Following Month Retire Conv: FM Following Month

*Method: Straight Line Calculation Type: Remaining Value

Percent: Limit Pct: Low Limit: ☐ Monthly

Useful Life: 480 DB Pct: UOP ID: ☐ Low Value

Schedule: Method ID: ☐ Depr Pass Life

End Date: Future Depr Yrs: *Avg Option: None

Life in Years: 40.0 ☐ Special Depreciation [Special Terms](#)

Depr Limit: Cost Basis Limit:

Salvage %:

Multi-Shift Code:

☐ Child Inherits Parent's Life

Save Notify

Add

Cost / Asset Information | Depreciation Information | Tax Information

AMSC24

Depreciation Information page

Completing the Express Add – Depreciation Information page

The *In Service Date* is the date the asset was made available for use. This date plus the depreciation convention will determine when depreciation starts for this book. This date is reflected as the *Begin Depreciation Date*.

Select the Depreciate When In Service check box to allocate annual depreciation as of the date you placed the asset in service. If you do not select this option, PeopleSoft Asset Management will allocate annual distribution as of the date determined by the depreciation convention. This option is valid only in the year the asset was acquired.

Depreciation Convention
(Follow Month)

&

In Service Date
(October 2007)
(January 2008)

=

Begin Depreciation Date
November 1, 2007
February 1, 2008

AMD07

Child Inherits Parent's Life checkbox. If you are working with parent-child component assets, all of the child assets will have their own cost basis and depreciation attributes independent of the parent asset. If the child's asset life is different from that of the parent asset, you can specify that a new child asset of a parent component asset inherit the remaining life of the parent asset.

ENTAP Training

Exclusively for use by the State of Indiana
Issue Date: 11/28/2007

Exclusively for use by the State of Indiana
Issue Date: 11/28/2007

ENTAP Training

Guided Activity | Adding Assets Using Express Add

Activity Overview

In this activity, the student will add five assets that have been donated to them by the Orbeson Construction. President Roy Snodgrass has donated five various assets to the State of Indiana. These five assets will be added by using the Express Add component. These assets will be added to Agency / Business Unit 00050. Review the chart below before proceeding to the activity.

Profile ID	Description	Location	Tag Number (XXX= Agency)	Custodian	Cost
50501	2007 Chevy Malibu	IPSC0518	XXX1001	Bird,Larry	28,500.00
10101	Valparaiso Land	IPSC0518	XXX1002	Jordan,Michael	475,000.00
30124	Valparaiso Fish Hatchery	IPSC0518	XXX1003	Jordan,Michael	600,000.00
30107	Valpo Rest Area Building	IPSC0518	XXX1004	Jordan,Michael	1,500,000.00
50323	Wall Partition	IPSC0518	XXX1005	Bird,Larry	4,500.00

AMT04

Use the information in the following table to create the assets:

Exercise 1 - Adding Assets Using Express Add

Navigation

Asset Management >> Financial Management >> Owned Assets >> Express Add

1 Enter the following information:

Page Element	Value or Status
Business Unit	00050
Asset Identification	NEXT

AMT05

2 Click *Add* and enter the following information:

Page Element	Value or Status
Profile ID	50501
Description	2007 Chevy Malibu
Location	IPSC0518
Tag Number	XXX1001
Custodian	Bird,Larry
Cost	28,500.00

AMT06

3 Click the *Default Profile* button.

4 Click *Save*.

Record Asset ID_____

3.24

3.25

Exercise 2 – Adding Asset using Express Add

1 Click *Add*. Enter the following information:

Page Element	Value or Status
Business Unit	00050
Asset Identification	NEXT

AMT07

2 Click *Add* and enter the following information.

Page Element	Value or Status
Profile ID	10101
Description	Valparaiso Land
Location	IPSC0518
Tag Number	XXX1002
Custodian	Jordan,Michael
Cost	475,000.00

AMT08

3 Click the *Default Profile* button.

4 Click *Save*.

Record Asset ID _____

Exercise 3 – Add Assets 3, 4 and 5

Asset #3.

Page Element	Value or Status
Business Unit	00050
Asset ID	NEXT
Profile ID	30124
Description	Valparaiso Fish Hatchery
Location	IPSC0518
Tag Number	XXX1003
Custodian	Jordan,Michael
Cost	600,000.00

AMT09

Record Asset ID _____

Asset #4.

Page Element	Value or Status
Business Unit	00050
Asset ID	NEXT
Profile ID	30107
Description	Valparaiso Fish Hatchery
Location	IPSC0518
Tag Number	XXX1004
Custodian	Jordan,Michael
Cost	1,500,000.00

AMT10

Record Asset ID _____

Asset #5.

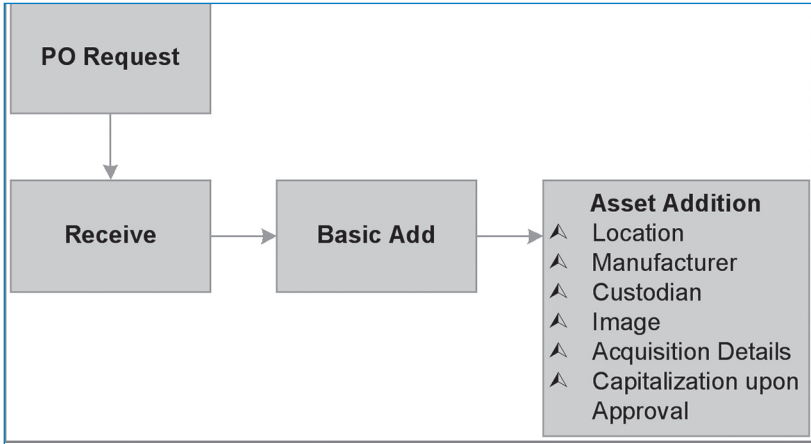
Page Element	Value or Status
Business Unit	00050
Asset ID	NEXT
Profile ID	50323
Description	Wall Partition
Location	IPSC0518
Tag Number	XXX1005
Custodian	Bird,Larry
Cost	4,500.00

AMT11

3.28

Adding Assets Using Basic Add

This diagram depicts the steps involved in adding an asset using the Basic Add component:



AMD08

Using Basic Add, the receiver can enter all the physical information for the asset as it is received. Later on cost information can be added using the Acquisition Detail page after the invoice has been received.

3.29

Basic Add (also known as Asset Basic Information) is another way to add assets. It is the standard method for adding assets.

The Basic Add component is comprised of multiple pages that enable the asset user to enter and adjust both capital and non-capital assets with the maximum amount of both financial and physical detail.

How to Get There

Use the Asset Information 1 page to add basic information manually, or add to or change information entered earlier:

Navigation

Asset Management >> Owned Assets >> Basic Add >> Asset Information1

AMSC25

Asset Information 1 page

Enter the *Tag Number* assigned to the asset. This automatically selects the Taggable Asset option. PeopleSoft Asset Management performs physical inventory using the asset’s tag number.

How to Get There

Use the Asset Information 2 page to add basic information manually, or add to or change information entered earlier:

Navigation

Asset Management >> Owned Assets >> Basic Add >> Asset Information 2

Step	Action
1	The <i>Acquisition Date</i> is the date you actually acquired the asset. This field is used for informational purposes only.
2	The <i>Acquisition Code</i> indicates how you acquired the asset. Select one of the following options: <ul style="list-style-type: none">• Constructed – Use for constructed assets• Donated – Use for donated assets• Leased – All leased assets must be entered through the ePro process.• Purchased – Used for purchased assets. This is the default.• Trade In – This option is not valid for this page. You must add Trade Ins on the Asset Express Add page.• Transferred – Transferred either within the same business unit or to another business unit.
3	The <i>Capitalized Asset</i> box will be selected (display only) if this asset has been capitalized.
4	Select the appropriate box to indicate whether this asset is a <i>New Asset</i> or a <i>Replacement Asset</i> and select a Replaced Asset ID if appropriate.
5	Select <i>Asset is Available</i> if appropriate. Fields will appear where you can enter a Contact name and <i>Phone #</i> .
6	If this is a parent or child asset, select the appropriate option in <i>Parent/Child</i> . If this is a child asset, enter the Parent Asset ID it should be associated with. The default is None. Parent/Child assets cannot also be composite or group assets.

AMT12

AMSC26

Asset Information 2 page

This is a custom page created for the State of Indiana.

The State of Indiana requests that the Agencies record details in the Manufacturer Information section of the Asset Information2 page.

Serial Number: Manufacturer’s number provided directly on asset. This will be most helpful when managing issues on the asset with the manufacturer.

Mfg ID: This value represents the name of the manufacturer.

Model: Model name derived from the Manufacturer. For example General Motors creates Chevrolet's.

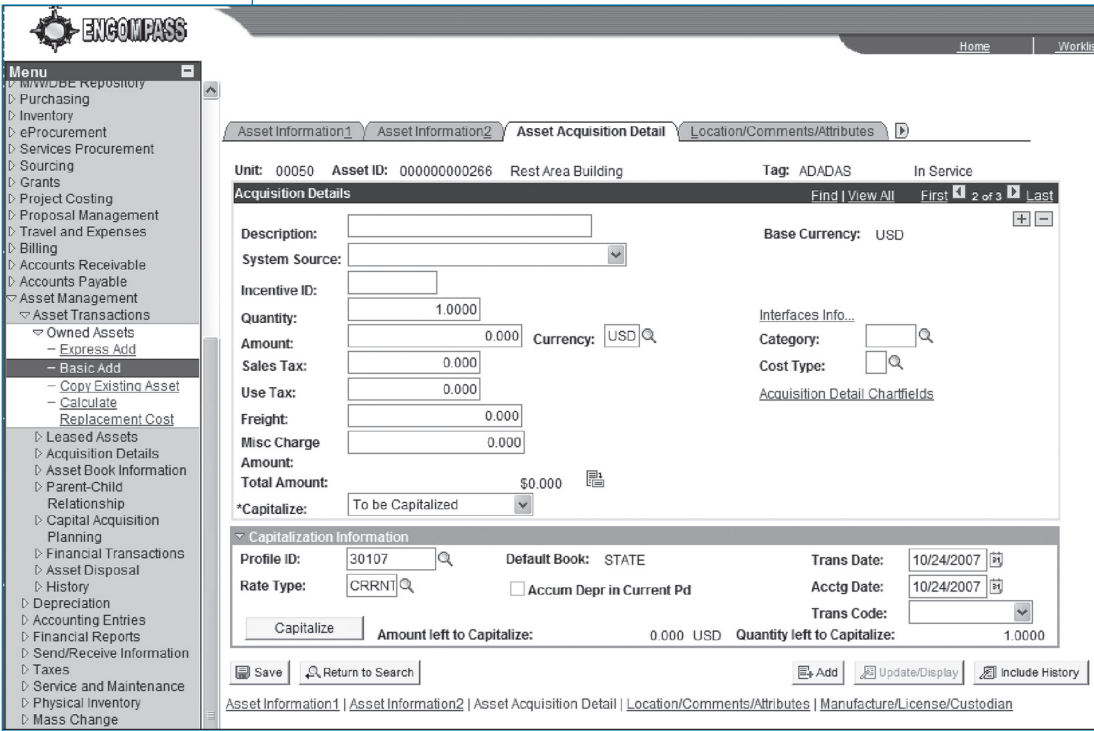
Version: Version of the Model. For example Chevrolet manufacturers Malibus.

Use the Asset Acquisition Details page to enter information about how your asset was acquired and to keep track of the separate costs and acquisition details of components that comprise an asset:

How to Get There

Navigation

Asset Management >> Owned Assets >> Basic Add >> Asset Acquisition Detail



AMSC27

Asset Acquisition Detail page

Step	Action
1	Enter a <i>Description</i> of the component and the system that added it to PeopleSoft Asset Management in System Source. The <i>System Source</i> you enter must be valid in the PeopleSoft Financials and Distribution Source table.
2	Investment incentives come from PeopleSoft Projects. You can override amounts sent from Projects by entering them in Incentive ID . Enter <i>Quantity</i> of the asset and <i>Amount</i> of cost associated with this detail line, if applicable.
3	Enter the, <i>Department</i> , and <i>Project ID</i> you want associated with this acquisition detail line.

AMT13

NOTE

As long as all your acquisition detail lines are for the same set of ChartFields (Project and Department) and for the same Category and Cost Type, you can enter them all at once and capitalize them later using the Capitalize button. However, if you are going to enter acquisition detail lines for more than one set of ChartFields and for more than one Category and Cost Type, you must enter and capitalize the acquisition detail lines for each set of ChartFields and for each Category and Cost Type separately.

NOTE

You must enter all capitalized components, click Capitalize, and then click save before you add non-capitalized components to the same asset.

Capitalize indicates whether this cost row has been capitalized. If it hasn't already been capitalized, you can assign it a status of To be Capitalized or Never Capitalize. Asset Management allows you to associate books with non-capitalized assets with the Never Capitalize status. Based on the option you choose, you will see either Capitalization Information or Non Capitalization Information on the page. Remember, all assets over \$500 need to be capitalized.

3.34

Step	Action
1	Use the Capitalization Information section to capitalize an asset using the book information stored in asset profiles, and enter cost information into those books.
2	Use the Non-Capitalization section to add non-capitalized costs associated with an asset on a book level.
3	The <i>Profile ID</i> identifies a profile set up in the Asset Profile table. The current asset will default to all financial and tax depreciation information defined in that profile. You must enter a profile ID for each asset you capitalize.
4	The <i>Transaction Date</i> and <i>Accounting Date</i> default to the current date or the dates specified as User Defaults. As a rule, you'll enter transactions in PeopleSoft Asset Management some time after they have occurred. The Transaction Date must be earlier than or equal to the Accounting Date. For capitalized assets, keep in mind that any difference between Accounting and Transaction dates will affect depreciation as well as posting.
5	The <i>Transaction Code</i> identifies which accounting entry template will be used for this asset. Only valid combinations of Asset Category, Transaction Code, Cost Type, and Transaction Type for which accounting entry templates exist will be accepted.
6	Asset Cost can be broken down by Department, Project ID, Category, Salvage Value, Quantity, and Cost Type. Only <i>Category</i> is a required field.

AMT14

3.35

Basic Add offers a place for you to keep a record of an asset’s location; to store comments about it; and to record physical properties, such as color, height, weight, and to view a stored image of the asset.

How to Get There

Use the Location/Comments/ Attributes page to record the asset’s location; enter comments about it; and enter physical properties, such as color, height, and weight; and to store an image of the asset.

Navigation

Asset Management >> Owned Assets >> Basic Add >> Location/Comments/Attributes

ENCOMPASS

Menu

- Travel and Expenses
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
 - Asset Transactions
 - Owned Assets
 - Express Add
 - Basic Add
 - Copy Existing Asset
 - Calculate Replacement Cost
 - Leased Assets
 - Acquisition Details
 - Asset Book Information
 - Parent-Child Relationship
 - Capital Acquisition Planning
 - Financial Transactions
 - Asset Disposal
 - History
 - Depreciation
 - Accounting Entries
 - Financial Reports
 - Send/Receive Information
 - Taxes
 - Service and Maintenance
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset
 - Asset Definitions Center
 - Banking
 - VAT and Intrastat
 - Commitment Control
 - General Ledger
 - Allocations
 - SCM Integrations
 - Set Up Financials/Supply Chain

Home

Asset Information1Asset Information2Asset Acquisition DetailLocation/Comments/Attributes

Unit: 00050Asset ID: 000000000266Rest Area BuildingTag: ADADASIn Service

Location

Find | View AllFirst1 of 1Last

Effective Date:10/23/2007Effective Sequence:

Location:030GOVRGovernor's Office/Residence

Address:Governor's Office

City:INDIANAPOLIS

County:49 - MarionJurisdiction:

State:INIndianaSector:

Country:USAUnited StatesPostal:46208

Geocode:

Document:

Building:

Floor #:Longitude:

Room#:Latitude:

Authorization

Status:Not Auth.Date:

Name:

Comments

Physical and Custom Attributes

Image

SaveReturn to SearchAddUpdate/DisplayInclude History

Asset Information1 | Asset Information2 | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian

AMSC28

Location/Comments/Attributes page (Location)

Exclusively for use by the State of Indiana
Issue Date: 11/28/2007

ENTAP Training

Step	Action
1	Select a <i>Location</i> . Locations are validated against the Location table and indicate the location as of the current effective dated row.
2	Enter the name or ID of any <i>Document</i> associated with the location.
3	You can also keep a record of the person authorizing the location by filling in the information in the Authorization section of the page.

AMT15

ENCOMPASS

Menu

- Travel and Expenses
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
 - Asset Transactions
 - Owned Assets
 - Express Add
 - Basic Add
 - Copy Existing Asset
 - Calculate Replacement Cost
 - Leased Assets
 - Acquisition Details
 - Asset Book Information
 - Parent-Child Relationship
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 - Financial Transactions
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 - Search for an Asset
 - Print an Asset
 - Asset Definitions Center
- Banking
- VAT and Intrastat
- Commitment Control
- General Ledger
- Allocations
- SCM Integrations
- Set Up Financials/Supply Chain
- Enterprise Components
- Government Resource
 - Directory
- Worklist
- Tree Manager
- Reporting Tools

Asset Information1Asset Information2Asset Acquisition DetailLocation/Comments/Attributes

Unit: 00050 Asset ID: 000000000266 Rest Area Building Tag: ADADAS In Service

Location

Comments

Date/Time: 10/23/2007 11:00:08PM

Name:

Comment:

Physical and Custom Attributes

Effective Date: 10/23/2007

Color:

Height:

Width:

Length:

Weight:

Capacity:

Power Rating:

Height Units:

Width Units:

Length Units:

Weight Units:

Capacity Units:

Power Rating Units:

Custom Attributes

Attribute

Attribute Name

Value

UOM

Image

AMSC29 Location/Comments/Attributes page (Physical and Custom Attributes)

Step	Action
1	Separate records marked by Date/Time, and Name of person making the comments can be maintained.
2	Physical Attributes: Enter or modify physical information about the asset, such as Color, Height, Width, Length, Weight, Capacity, and Power Rating.

AMT16

Asset Image

To attach an image to an asset, the user will have to go into the windows client. Be careful in that images can take up a considerable amount of space. Currently the State of Indiana is NOT recommending the use of this functionality. If an Agency feels this is a feature that must be used, please conact AOS.

How to Get There

Use this page to view an image of your asset:

Navigation

Set Up Financials/Supply Chain >> Common Definitions >> File Locations and Images >> Image Location

To attach an image, click on the magnify icon on the Asset Image page and then browse in folders for an image to attach in the image section of this component.

HomeWorklistAdd to Favorites

Asset Information1Asset Information2Asset Acquisition DetailLocation/Comments/Attributes

Unit: 00050 Asset ID: 000000000266 Rest Area Building Tag: ADADAS In Service

Location

Comments

Physical and Custom Attributes

Image

AMSC30

3.38

Use the Asset Custodian/License/Manufacturer page to:

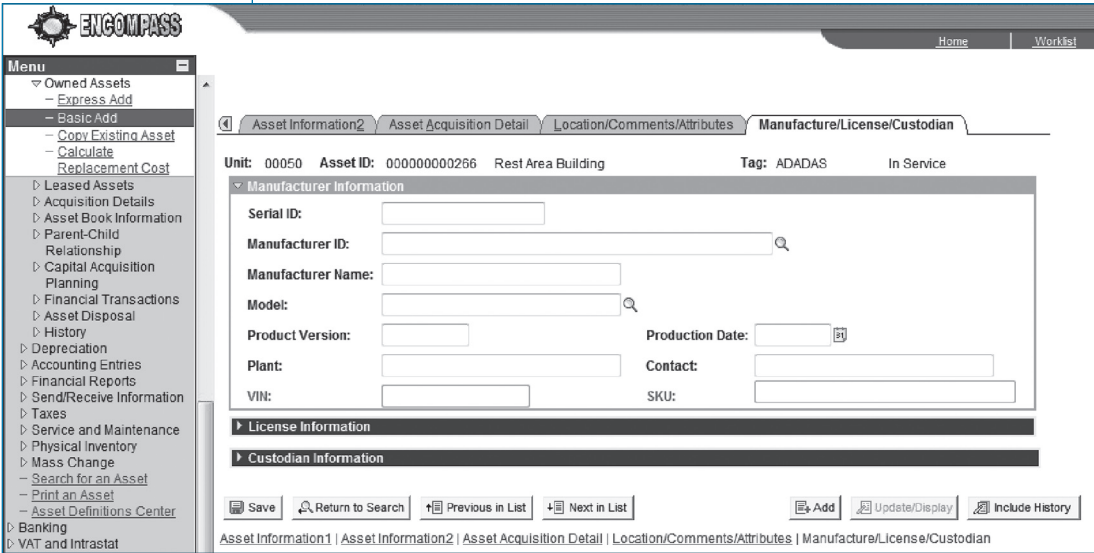
- Record custodial information
- Maintain information about the license or registration required to use this asset
- Keep track of information about the manufacturer.
- Maintain information about the location of your assets.

How to Get There

Use this page to record custodial information, maintain license information, and keep track of information about and from the manufacturer:

Navigation

Asset Management >> Asset Transactions >> Owned Assets, Basic Add >> Manufacturer/License/Custodian



AMSC31

Manufacturer/Licence/Custodian Page (Manufacturer)

Manufacturer Information:

Use this section to keep track of information about and from the manufacturer.

Enter a Serial ID, Manufacturer Name, Model, Product Version, Production Date, Plant and Manufacturer Contact.

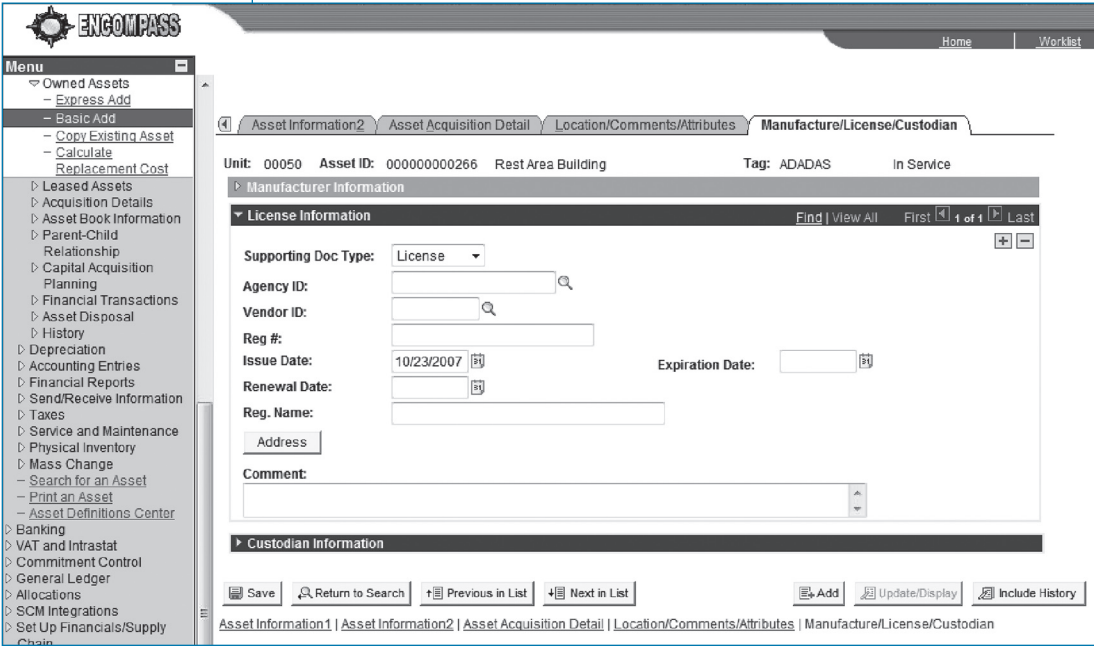
3.39

License Information

Identify the agency or vendor issuing the license or registration. The *Agency ID* is validated against the Agency table, the Vendor ID against the Vendor table. Enter an Issue Date and an Expiration Date. Enter a Reg #. The Reg. Name identifies the person who was issued the license or registration.

Click the Address button to access the License Address page where you can enter address information associated with the asset’s license.

Use the Comment field to enter notes you want to store with this information.



AMSC32

Manufacturer/License/Custodian page (License Information)

Custodian Information

ENCOMPASS

Home | [Worklist](#)

Menu

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Mass Change

Search for an Asset

Print an Asset

Asset Definitions Center

Banking

VAT and Intrastat

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SCM Integrations

Set Up Financials/Supply Chain

Enterprise Components

Government Resource Directory

Worklist

Tree Manager

Reporting Tools

PeopleTools

Change My Password

My Personalizations

My System Profile

Asset Information2 | Asset Acquisition Detail | Location/Comments/Attributes | **Manufacture/License/Custodian**

Unit: 00050 Asset ID: 00000000265 Rest Area Building Tag: ADADAS In Service

Manufacturer Information

License Information

Custodian Information

Find | View All | First 1 of 2 | Last

Effective Date: 10/23/2007 Effective Sequence: 1 This Asset is Offsite

Custodian: Jones, Beverly

EmplID: 027381852

Authorization

Status: Not Auth. Date:

Name:

Operating Unit:

Fund Code:

Department:

Program:

Class Field:

Budget Reference:

Product:

Project:

Incident:

Locality:

Save

Return to Search

Previous in List

Next in List

Add

Update/Display

Include History

Asset Information1 | Asset Information2 | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian

AMSC33

Manufacturer/License/Custodian page (Custodian Information)

Step	Action
1	Select the <i>This Asset is Offsite</i> checkbox to indicate that the asset is not at your business location.
2	You can enter the name of the <i>Custodian</i> or skip to the <i>EmplID</i> and enter the ID of an employee set up in the Employee Personal Data table.
3	You can track the use of the asset by <i>Department</i> and <i>Project ID</i> . These fields are for information only.
4	You can also keep a record of the person authorizing the custodian by filling in the Authorization information.

AMT17

Adding Assets Using Basic Add

Activity Overview

The Kokomo Chrysler plant has had a tradition of donating one of its vehicles to the governor each year. This year the governor has chosen the 2007 Chrysler Crossfire. The car includes a state of the art stereo system and a pair of fuzzy dice.

Use the information in the following table to add the assets:

Description	Short Description	Equipment Class	Asset Status	Category	Profile
2007 Chrysler Crossfire	Crossfire	Equipment	In Service	505	50501
Stereo System	Stereo	Equipment	In Service	505	50501
Fuzzy Dice	Dice	Equipment	In Service	505	50501

AMT18

ENTAP Training

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Issue Date: 11/28/2007

ENTAP Training

Guided Activity | Adding Assets Using Basic Add

Navigation

Asset Management >> Financial Management >> Owned Assets >> Basic Add

- 1 Click the Add a New Value tab.
- 2 On the Asset Basic Information page, enter the following information:

Page Element	Value or Status
Business Unit	00050
Asset Identification	NEXT

AMT19

- 3 Click *Add* and enter the following information:

Page Element	Value or Status
Description	2007 Chrysler Crossfire
Short Description	Crossfire
Tagable Asset	Select
Tag Number	(XXX)1006
Asset Class	50603 – Four Wheel Drive
Asset Type	Equipment
Asset Service	In Service
Acquisition Date	<Current Date>
Acquisition Code	Donated

AMT20

- 4 Access the Asset Acquisition Detail page and enter the following information.

Page Element	Value or Status
Description	2007 Chrysler Crossfire
System Source	AM Online Entry Panel
Quantity	1
Amount	36,000

AMT21

- 5 Click the Acquisition Detail Chartfields link and enter the following information:

Page Element	Value or Status
Department	001000 – Governors Office

AMT22

- 6 Click *OK*.
- 7 On the Asset Acquisition Detail page, enter the following information:

Page Element	Value or Status
Category	505
Profile ID	50501
Capitalize	To be Capitalized
Transaction Date	<Current Date>
Accounting Date	<Current Date>

AMT22

- 8 Click *Capitalize*.
- 9 Access the Location/Comments/Attributes page and enter the following information:

Page Element	Value or Status
Effective Date	<Current Date>
Location	022ISC1 – Indiana Supreme Court
Status	Authorized
Name	Letterman,David

AMT23

- 10 Access the Manufacturer/License/Custodian page and enter the following information:

Page Element	Value or Status
Effective Date	<Current Date>
Custodian	Choose from the EmplID
EmplID	0004 – Donaldson,Linda

AMT24

3.44

- 11 Click *Save*.
- 12 Navigate out of the page.
- 13 Select Asset Management, Financial Management, Owned Assets, Basic Add.
- 14 Select the asset you just added.
- 15 Click the *Add a New Row* button.
- 16 On the Asset Acquisition Detail page, enter the following information:

Page Element	Value or Status
Description	Stereo Equipment
System Source	AM Online Entry Panel
Quantity	1
Amount	1500.00
Capitalize	To be Capitalized

AMT25

- 17 Click the Acquisition Detail Chartfields link and enter the following information:

Page Element	Value or Status
Department	001000 – Governors Office

AMT26

- 18 Click *OK*.
- 19 On the Asset Acquisition Detail page, enter the following information:

Page Element	Value or Status
Category	505
Profile ID	50501
Transaction Date	<Current Date>
Accounting Date	<Current Date>

AMT27

- 20 Access the Asset Acquisition Detail page

3.45

- 21 Click  to add a new row and enter the following information for the bagging stand:

Page Element	Value or Status
Description	Fuzzy Dice
System Source	AM Online Entry Panel
Quantity	1
Amount	50
Capitalize	Never Capitalize

AMT28

- 22 Click *Save*.
- 23 Click the Acquisition Detail ChartField link and enter the following information:

Page Element	Value or Status
Department	001000 - Governors Office

AMT29

- 24 Click *OK* to return to the Asset Acquisition Detail page.
- 25 Enter the following information:

Page Element	Value or Status
Category	505
Profile ID	50501
Transaction Date	<Current Date>
Accounting Date	<Current Date>

AMT30

- 26 Click *Non-Capitalize*.
- 27 Click *Save*.

Record Asset ID_____

3.46

Copying Assets

PeopleSoft Asset Management enables you to copy an existing asset.

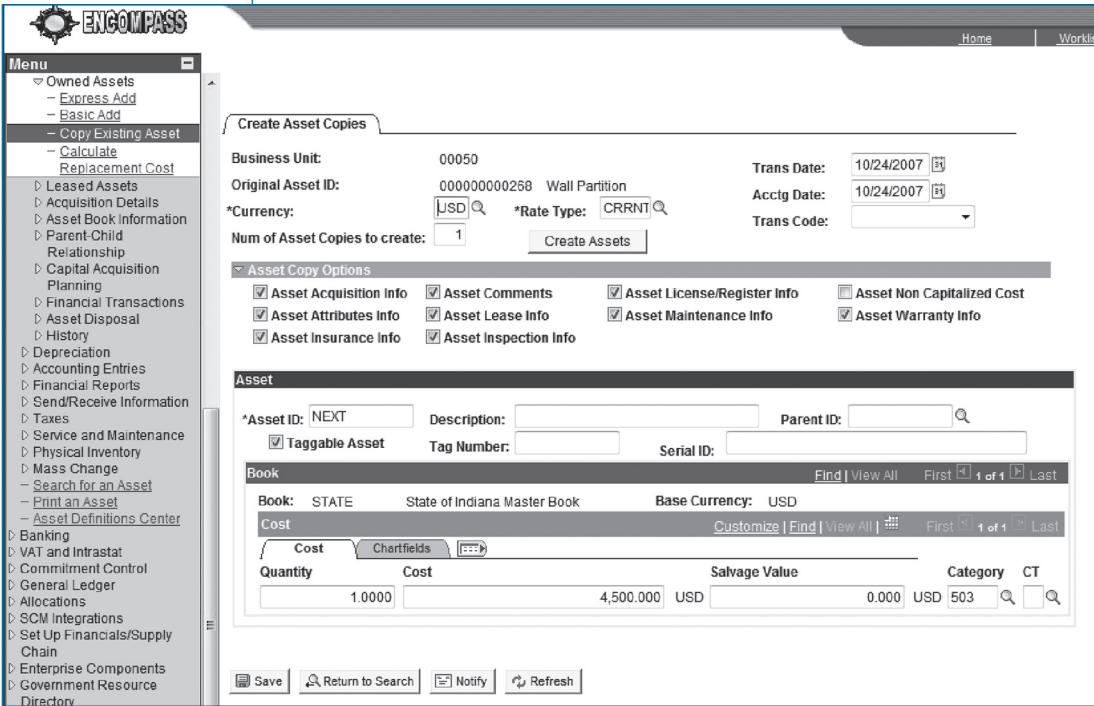
Copying an asset can save you time if the existing asset’s financial and physical information is similar to that of a new asset you want to create.

How to Get There

Use this page to create an asset copy:

Navigation

Asset Management >> Owned Assets >> Copy Existing Asset



AMSC34

Create Asset Copies

NOTE

Child assets can be copied, but parent assets cannot be copied.

3.47

To copy an existing asset you need only change the financial and/or physical information that is different. Use this page to copy an existing asset if its financial and physical information is similar to that of a new asset you want to create. The system will automatically assign the new asset a different asset ID, or you can specify an asset ID.

Using the Create Asset Copies page

Step	Action
1	Enter new <i>Transaction</i> and <i>Accounting Dates</i> and a <i>Transaction Code</i> if needed. Transaction and Accounting Dates will default to the current date.
2	<p>Asset Copy Options: The asset, book, cost, custodian, and location information is copied automatically. You can choose to copy all or some of the following additional asset information:</p> <ul style="list-style-type: none">Asset Acquisition InfoAsset CommentsAsset License/Registration InfoAsset Non-Capitalized Cost InfoAsset Attributes InfoAsset Lease InfoAsset Maintenance InfoAsset Warranty Info <p>Enter a Description and Tag Number, and select Taggable Asset and enter a Serial ID if applicable for the new asset. These fields are not copied over from the original so that you can easily update them for each new asset. You have the option to change the Department, Project ID, Category, and Cost Type.</p> <ul style="list-style-type: none">Click <i>Search</i> to search for a parent Asset, if you are creating a child asset.Scroll to see the different books associated with the created assets.
3	You have the option to change the Department, Product, Project ID, Category, and Cost Type.
4	Salvage Value is calculated based on the selections made at the asset profile level, either flat amount or percentage. Salvage Value is prorated based on a ChartField’s cost if Flat Amount has been selected, and as a percentage of cost if Percentage has been selected.

AMT31

Guided Activity | Copying Assets

In this activity, the student will add 15 additional Wall Partitions using the Copy Existing Asset feature.

Navigation

Asset Management >> Financial Management >> Owned Assets >> Copy Existing Asset

- 1
- Click the Add a New Value tab.
- 2
- Enter the following information on the Copy Asset page:

Page Element	Value or Status
Business Unit	00050
Tag Number	XXX1005 – Wall Partition

AMT32

- 3
- On the Create Asset Copies page, enter 15 in the Num of Asset Copies to create field.
- 4
- Click *Create Assets*.
- 5
- Optional: Enter descriptions for each of the new assets.
- 6
- Click *Save*.

Updating an Asset’s Physical Attributes

PeopleSoft Asset Management enables you to change information about how an asset was acquired, as well as the separate costs and acquisition details of components that comprise that asset.

How to Get There


The Basic Add component contains the pages used to update an asset’s attributes. Use this page to add new physical information about your assets:

Navigation

Asset Management >> Owned Assets >> Basic Add >> Asset Acquisition Detail

AMSC35

Asset Acquisition Detail page

Use the Insert Row  button to add a row, if needed, to enter any new physical information about your asset. This page is particularly useful if you are entering costs before they have been approved. The total capitalizable costs entered here are defaulted into the Capitalize Information section.

3.50

Guided Activity | Updating an Asset’s Physical Attributes

In this activity, you will review the activity overview and update information for an existing asset.

Activity Overview

In this activity, you will add a Playground valued at 1,300 to the Valparaiso Rest Area Building for business unit 00050. The system source for this addition will be AM Online Entry Panel and the asset should be capitalized under the 301 category. Use the current date as the transaction date and accounting date.

Navigation

Asset Management >> Financial Management >> Owned Assets >> Basic Add

- 1 Click the Add a New Value tab.
- 2 Enter 00050 as the Business Unit.
- 3 Click *Search*, and select the Valparaiso Rest Area Building that you added earlier. You will need to select the Rest Area Building Tag Number with your initials.
- 4 Click the Asset Acquisition Detail link.
- 5 Click the Add a New Row button.
- 6 Enter the following information:

Page Element	Value or Status
Description	Playground
System Source	AM Online Entry Panel
Quantity	1
Amount	1,300.00

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3.51

- 7 Click *OK* to return to the Asset Detail page.
- 8 Enter the following information:

Page Element	Value or Status
Category	301
Capitalize	To be Capitalized
Transaction Date	<Current Date>
Accounting Date	<Current Date>

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- 9 Click *Capitalize*.
- 10 Click *Save*.

Using the Asset Search Utility

PeopleSoft Asset Management provides a powerful search utility that enables you to search for an asset using numerous search criteria.

You can use any of the following criteria:

Business Unit	Serial ID	Parent ID	Category
Location	Group ID	Asset ID	Asset Status
Hazardous Asset	Tag Number	Profile ID	ChartFields
PO Unit	PO No.	Receipt Unit	Receipt No.
AP Unit	Voucher	Project Unit	Project ID

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How to Get There

Use the Search for an Asset page to search for an asset based on known criteria.

Navigation

Asset Management >> Search for an Asset

ENCOMPASS

Menu

Search:

My Favorites

ENCOMPASS

SOI Testing

Chart of Accounts

Employee Self-Service

Manager Self-Service

Supplier Contracts

Customers

Products

Catalog Management

Customer Contracts

Order Management

Customer Returns

Items

Cost Accounting

Vendors

MWIDBE Repository

Purchasing

Inventory

eProcurement

Services Procurement

Sourcing

Grants

Project Costing

Proposal Management

Travel and Expenses

Billing

Accounts Receivable

Accounts Payable

Asset Management

Asset Transactions

Depredation

Accounting Entries

Financial Reports

Send/Receive Information

Taxes

Service and Maintenance

Physical Inventory

Mass Change

Search for an Asset

Print an Asset

Asset Definitions Center

Banking

VAT and Intrastat

Commitment Control

General Ledger

Home

Worklist

New W

Search for an Asset

Asset Search Criteria

Unit: Book: Parent ID:

Category: Location: Group ID:

Asset ID: Asset Status: Impairment Processing:

Tag Number: Profile ID: ☐ Hazardous Asset

Serial ID: Additional Search Criteria Chartfield Search Criteria

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit:

PO No.: Receipt No.: Voucher: Project ID:

Retrieve

☐ Cost Information ☐ Acquisition Information ☐ Location ☐ Non Capital Asset ☐ Custodian ☐ Lease

Drill-Down To:

Search Results - Select One Asset to Continue 1 of 63

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
<input type="radio"/>	00050	000000000199 Office Equipment - Miscellane					In Service
<input type="radio"/>	00050	000000000200 land	Equipment				In Service
<input type="radio"/>	00050	000000000201 land	Equipment				In Service
<input type="radio"/>	00050	000000000202 Lease	Facility				In Service
<input type="radio"/>	00050	000000000203 BUILDING LEASE	Facility				In Service
<input type="radio"/>	00050	000000000204 Dibby Dobber Coil	Property				In Service
<input type="radio"/>	00050	000000000205	Facility				In Service
<input type="radio"/>	00050	000000000206 Capital Lease Land	Facility				In Service
<input type="radio"/>	00050	000000000207	Equipment				In Service
<input type="radio"/>	00050	000000000208 Land2	Property		54321		In Service

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Search for an Asset page

Using the Asset Search Criteria page:

Step	Action
1	Use the Go To>> link on the Search for an Asset page to quickly access other components in the system in order to transact against the asset you selected.
2	Use the Retrieve section to present your data with values that relate to one or more of the selections: Cost Information, Acquisition Information, Location, and/or Non Capital Assets.

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Step	Action
1	Use this portion of the page to establish your search criteria. You can select one specific attribute, such as Profile ID, or you can use a combination of known attributes, such as Profile ID, Business Unit, and the Purchasing Business Unit and Purchase Order associated with the asset's acquisition.
2	Click Search to search for a Business unit, Asset Category, Location, Operating Unit, Department, Product, Parent ID, or Profile ID.
3	If known, you can enter an Asset ID, Tag Number, Serial ID, Project, or Group ID. If known, you can select an Asset Status.
4	To use asset acquisition information as part of your search criteria, enter a Purchasing Business Unit and/or Purchase Order, Receiving Business Unit and/or Receipt ID, Accounts Payable Business Unit and/or Voucher ID, or a Projects Business Unit and/or Project ID.
5	The Retrieve section, added in 8.8, improves performance by retrieving only specific table data rather than all tables.
6	Once you have chosen your search criteria, click Search. If you want to perform a new search, click Clear and enter new criteria.
7	Search Results
8	All assets that meet your search criteria will display on the lower portion of the page.
9	Use the Sort By selections to order the list of assets. For a more sophisticated sort, click Advanced Sort to access the Advanced Sort page where you can select up to five criteria, and indicate whether they should be applied in ascending or descending order.
10	Use this tab to view basic asset information, or use other tabs to view more detailed information including Asset Cost Information, Acquisition Details, and so on.
11	Select the asset you want to work with

Use the Go To links to move to different components of PeopleSoft Asset Management. The component you select will open populated with information about the selected asset. You can select from Asset Accounting Entries, Asset Basic

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